**LITTLE BUSHEY SURGERY**

Minutes of the Zoom AGM Patient Participation Group (PPG) December 14th 2021

**Acting Chairman:** Jeff Norman

**Group Attendees:**  Barry Bloombaum, Anne Diamond, Angela Primhak, Margaret Waters.

**Patient Attendees:** Saty Madhav, Sue & Joe Buttigieg

**Practice Attendees:** Veena Rawel (VR)-Office Manager

**Minutes Secretary:** Angela Primhak

**Apologies**

Dr Ganguley Denise Blain, Howard Keen, Jeffrey Zemmel

**Minutes**

There were no amendments to the minutes of the 2020 AGM which were approved by both BB and JN and signed by JN as correct

1. **Proposal of Amendments to the LBS PPG Constitution of 1st September, 2015:**

**2.1** Clause 7.1 add: The Chairman and other officers shall be elected by a simple majority of the Committee.

**2.2** Clause 7.3 add: If no-one comes forward to replace a Committee member then that Committee member may stand for a further 2 consecutive years. Further, if no-one then stands to replace the time-barred Committee member then they can stand for a further consecutive 2 years and so on.

**2.3** Clause 7.5 amend to: As appropriate, an external reviewer of any annual accounts will be appointed or re-appointed at each AGM.

**2.4** Clause 7.7 add: All meetings may be virtual meetings.

**2.5** New clause 7.8 Proxy voting to be allowed.

**2.6** Clause 8.1.1 amend to: An AGM shall generally be held each year, but

in no case more than 18 calendar months from the date of the previous

AGM. The AGM will be advertised on the Practice notice board, Practice

website and via Newsletters from the PPG and the Practice.

***Amendments to Proposals***

* ***2.5*** *to allow proxy voting was* ***not approved*** *following a* vote.
* **2.2** If no-one comes forward to replace a Committee member then that Committee member may stand for a further 2 consecutive years *(add)“unless they have tendered their resignation.* *After which time they will be considered unelected”.* If no-one then stands to replace the time-barred Committee member then they can stand for a further consecutive 2 years and so on.
* All other amendments carried

The current committee members who were not in attendance will be contacted and asked to notify the Chairman if it is their intention to remain on the committee.

1. **Review of the past year**

There had been little activity except for the Zoom talk by Maggie Carrol who is the Herts lead for diabetes. The response on the evening was poor with only 15 people, 8 of whom were committee members. All patients with diabetes had been notified of the talk. There was a discussion as to finding other ways to involve patients. Strap lines of communication are very important for patients to know what is in it for them. Social media patient communication is to be discussed between SM and VR showing the value that can be added to PPG participation.

1. **Appointment of new Chairman**

**Anne Diamond** asked Saty Madhav (SM) to provide the meeting with his background and how that would support the PPG. SM stated that professionally he is involved in providing Care Services and one child is a doctor and the other is a dentist; hence a family commitment to Healthcare. Jeff Norman (JN) proposed that SM be appointed Chairman with immediate effect and Barry Bloombaum (BB) seconded the proposal; SM was duly elected by all present.

**SM** thanked those present for putting their trust in him..

**BB** was thanked for his lengthy and valued chairmanship and JN for holding the fort in the last year.

**JN** voiced appreciation to Sue and Joe Buttigieg for their attendance. They declined to be committee members at this time but will be kept informed during the year and may be willing to stand at the next AGM.

**AOB**

**In summary, the points discussed were:**

* VR will liaise with SM (Chairman) and LBS patients to identify other needed events such as mental health issues and post Covid support.
* Explore co-operation with other PPG’s
* Speak with surgery members outside of a clinical environment
* Social prescriber is eager to talk with surgery patients
* The smaller % of patients taking up the larger % of surgery time is still a problem
* LBS patients are being telephone triaged by the team of healthcare professionals at the surgery and this will continue in the immediate future.
* AD agreed to take on the task of Vice Chairman and was proposed by JN and seconded by AP. Anne is prepared to help SM with her knowledge of having been a health spokesperson for the Liberal party.
* AP will contact the committee members for permission for their contact details plus permission for these to be forwarded to other committee members.
* The LBS contact system should be used to encourage volunteers to come forward for marshalling duties at the Allum Lane Covid vaccine centre.

NEXT COMMITTEE MEETING WEDNESDAY 16th MARCH AT 7pm

Signed…………………………………………………………………………...Date…………………………………………